

## **Applicant Services Director**

This position is responsible for administering the applicant services function for the Tennessee State Government Executive Branch. Duties include providing oversight of the statewide recruiting and processing center collecting over 100,000 employment applications annually for civil service career employment; administering employment examinations for up to 1,400 different state job titles; and for maintaining employment lists of applicants certified eligible for state employment.

This position is responsible for providing leadership and strategic advice to the executive team on all applicant services business practices; providing direct and indirect supervision and performance management for a three (3) member management team and up to twenty-seven (27) staff members assigned to two (2) major work units. Each work unit is responsible for assessing applicant needs; administering written and computer-based examinations; researching and evaluating applications to determine if applicants meet the required minimum qualifications for all civil service job titles; and ranking qualified applicants for career service employment list by determining and assigning point values to applicants' education and work experience.

This position requires a Bachelor's Degree; extensive experience in human resource management to include knowledge of principles and procedures for personnel recruitment and selection; federal employment laws and regulations; and, four (4) or more years of managerial and/or administrative experience to include knowledge of business and management; principles involved with strategic planning; coordination of people and resources; and processes for providing customer service.

To apply, please send resume to Doris Batey, HR Program Administrator, Department of Human Resources at [doris.a.batey@tn.gov](mailto:doris.a.batey@tn.gov) by Friday, August 5, 2011.